



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents

FROM: David Woodward, Program Coordinator
Indiana School Safety Specialist Academy

DATE: August 7, 2009

SUBJECT: New School Safety Specialists 2009-2010 (**BASIC Training – Group 11**)

The Indiana School Safety Specialist Academy is now accepting registrations from your school corporation to enroll personnel in the Academy **Basic Training** for school safety specialist certification. Per state law, every public school corporation must have at least one certified School Safety Specialist.

Basic Training involves approximately 5 total days of training including three days of onsite training (November 17-18, and April 12), and two days of online training supplied by the Academy. Participants in the Academy Basic Training will be required to complete all five days of training in order to receive certification.

In order to remain certified, School Safety Specialists are required to attend two days of Advanced Training each subsequent school year. The training dates 2009-2013 are listed on our website at: http://www.doe.state.in.us/issas/pdf/academy_training_dates.pdf.

Eligibility: The *Indiana School Safety Specialist Academy* and the Indiana Department of Education require that every participant who registers for training be approved by the Superintendent of the corporation. All approved participants should be involved with school safety planning/response for the school corporation.

Basic Training will include information about emergency operations planning, assessing potential student violence, conducting tactical site surveys, school safety and the law, bullying prevention, and more. The sessions will begin at 7:30 a.m. with registration, and will conclude by 4:00 p.m. Registration forms and a tentative agenda for the November 17-18 training are located on the ISSSA website at: <http://www.doe.in.gov/issas/basictraining.html>.

The training and on-line program are free to participants. However, the Department of Education incurs substantial expenses when participants do not finish the certification. Therefore, we require a signed registration and commitment form from the Superintendent and Basic Training enrollee. Registration forms must be returned no later than **November 2, 2009.**

Role of a School Safety Specialist:

Once a school safety specialist has completed Basic Training, it is expected that all school safety specialists are in charge of, or participate in, the following legally required responsibilities/activities on an annual and regular basis:

- Coordinate the review, editing, and updating of safety plans for your building and/or school district each school year.
 - Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, security, and bullying prevention.
 - Provide materials to assist a safe school committee in developing a plan for the school that addresses the following issues:
 - (1) Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school. (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
 - (3) Methods to encourage:
 - (A) involvement by the community and students;
 - (B) development of relationships between students and school faculty and staff.
- (IC 5-2-10.1-12)

(See IC 5-2-10.1-9, or <http://www.doe.state.in.us/issas/pdf/law.pdf> for additional information)

Please note; this is not a conference, but a training that results in certification of School Safety Specialists. Attendance is mandatory and only full day attendance will be counted for certification. Therefore, participants who are unable to fulfill the attendance requirement for any reason (such as meetings, schedule conflicts, etc.) cannot be certified. Emergency situations can be excused at the discretion of the Indiana Department of Education.

Training Dates are below:

- ♦ **November 17-18, 2009 - Onsite Training at Indianapolis Sheraton**
- ♦ **Online Training (12 hours):** Must be completed by attendees before April 1, 2010.
Information on the online training will be provided at the November session
- ♦ **April 12, 2010 - Onsite Training at Indianapolis Sheraton**

All onsite trainings take place at the **Sheraton Indianapolis Hotel & Suites, 8787 Keystone Crossing**, Indianapolis, Indiana 46240. Directions to the hotel are located on the Academy website at: <http://doe.state.in.us/issas/confdirections.html>.

Lodging is available at no cost for participants who are traveling more than 75 miles each way. For details about lodging, please see registration forms.

CRU's/LE hours/Graduate Credit: We will offer CRU's and Law Enforcement Hours for attendance at the Academy trainings. Graduate credit information will be sent to participants in late August or September for Fall Semester registration and in November/December for Spring Semester registration.

Questions regarding the curriculum covered by the Academy's Basic Training should be directed to David Woodward at dwoodwar@doe.in.gov or 317-232-6975.